Rare Book and Manuscript Library

Quarterly Report, April - June 1986
and Summary for 1985 - 1986

Introduction. The 1985-1986 period marks the end of the first complete year in the Library's new quarters; all of the service and storage aspects of the new facilities have not only proved highly satisfactory, but have enhanced our various service and bibliographic programs. Only in the areas of facilities maintenance and uncompleted construction projects do we still experience unfortunate difficulties, often affecting operations. During the final quarter of the year the Sol-R-Veil shades were repaired and readjusted, only to have one section malfunction almost immediately, rendering the entire system unusable until it is once again repaired (this work was accomplished by the vendor on July 9). The HVAC and humidistat systems do not function properly, and never have. Currently, HVAC cools only the west half of the Library, the east half having a burned out compressor and consequently no cooling since May 15 (installation of the new compressor began the week of July 14, but the system still does not work.) In addition, the humidistat has not yet been connected, a process for which steam is required; two winters have gone by during which this should have been accomplished, but was not. Also the dampers which control air flow are set at a very narrow range, resulting in inadequate or no ventilation at all times of the year. In the matter of security, it should be noted that the locknetic switches for the mezzanine doors were installed incorrectly and that the necessary repairs have been scheduled for July; the difficulties with false motion detector alarms in the security system have been referred to a Holmes salesman who will prepare a proposal to deal with the issue. These problems have consumed a great deal of staff time and affected operations of the Library, and it is strongly hoped that they will all be resolved in the near future.

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The plans for the uses of automation in the Rare Book and Manuscript Library, drafted by the Assistant Librarian for Rare Books Rudolph Ellenbogen, were reviewed by the University Librarian in March and sent to the Assistant Librarian for Planning Paul Peters; the Library staff met with Peters on April 7 to begin discussions leading to the implementation of two of the projects, namely, an online index to Columbia Library Columns and an online catalog of the 60,000 uncataloged books in the Library. A series of meetings were subsequently held with Peters, and one with Peter Graham concerning the bibliographical implications of the uncataloged books project, and planning is proceeding with the prospect for beginning it before the end of the year at about the time that disengagement from the card catalog occurs.

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Rare Book Department. Activities during the quarter included completion of preliminary bibliographic work on the Kempner Collection, the Ellery Queen Collection, and several smaller colletions. Also completed was the shelf list for the Plimpton Uncataloged Collection; this shelf list is particularly important because it provides for readers a classified arrangement of all but approximately 300 of the 11,000 uncataloged books and will eventually provide control slips for the books when they are sent to cataloging. It is hoped that during the next year all books in the Collection will be classed. The Amerian Institute of Graphic Arts presented this year's exhibit books which have been processed and shelved; also processed this quarter was a collection of approximately 300 Robert Frost Christmas cards, the gift of Carol Z. Rothkopf. Because of the continued illness of the CA II, we have attempted to keep up with processing by using the one General Assistant to do some processing, as well as all shelving, shifting, and work on other projects, such as the reference book collection reorganization, a project which will continue through the next quarter. Other activities during the quarter included the completion and installation of the exhibit, "The Performing Arts at Columbia." Planning and preparation for the index to the Columbia Library Columns and an uncataloged book database has continued during the quarter; the assistant librarian for rare books has begun to learn dBase in order to be able to write the necessary programs to create the index.

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Manuscript Department. During the fourth quarter we have continued to use the new manuscript processing forms referred to last quarter, and have made several additional changes. They suit our needs for the interim until we can move into an automated system for controlling manuscripts from the time the are delivered until the time they are shelved. Since RLIN is actively considering including local microcomputer subsystems in the near future, this may be a reality sooner than we had expected. During the final quarter we entered 13 records for new accessions and 21 recon records into the AMC Database, bringing the total records entered for the entire year to 41 new accession records and 23 recon records. RLIN AMC now contains all of our new accessions since we ceased reporting to the National Union Catalogue of Manuscript Collections at the end of the 1983/84 academic year. In 1986/87 we should be able to do more recon work since there will be no backlog of current accessions records waiting to be input. However, the routine of tagging and coding AMC records has slowed down the final stages of processing a collection, i.e., the preparation of the hard copy description sheet and finding aids which cannot be completed until the final AMC record has been input and printed out.

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Bakhmeteff Archive. During the last quarter the reorganization of the Boris Bakhmeteff Papers was completed. Approximately 1,020 items were selected from the arranged series and were cataloged and placed in new folders, while new catalog cards were typed and added to the card catalog. Cataloging went slowly because much of the correspondence was covered by mold and had to be cleaned. Labels were made for the collection's 86 boxes, and the 53 bound volumes which had previously been unidentified were plated and tagged. An updated 10-page contents list was produced and appropriate changes made on the RLIN record. Preliminary sorting of the Imre Kovacs Papers, consisting of approximately 25,000 items, was completed. The papers have been divided into a large correspondence series and extensive subject files, many of which concern the activities of Radio Free Europe and the Hungarian freedom fighters of the 1950s. During the next quarter, selected items will be cataloged and refoldered and a collection description sheet and contents list compiled.

During the past year the Archive's complete holdings were input into RLIN's AMC system; as additions and changes were made to existing collections the RLIN records were updated at the same time as the local description sheets and catalog cards were prepared. During the year a number of readers have contacted us about our holdings as the result of RLIN searches done at other universities. The system has proven to be a most effective tool for local reference use in finding materials through subject and genre access. The Archive has been enriched by the addition of such significant collections as the Alexander Bacherac Papers, dealing with topics in Russian literature, and the Imre Kovacs and Emil Lengyel Papers, concerned with twentieth century Hungarian history and emigration. As part of the preservation program of the Archive, an extensive dusting

and cleaning project continued during the year. Improvements in collection description were made through the positive identification of numerous previously unidentified manuscripts.--Ellen Scaruffi, Curator.

Columbiana. During the past quarter several departments and schools have applied to the Library for historical information, photographs and related material in preparation for the coming bicentennial in 1987 of Columbia College. The College has, of course, been most actively conducting this research, but there is interest in it from other schools and departments as well. As always, we have scholars doing research using our printed materials of annual reports, syllabi, etc. In preparation for the Commencement in May, we were able to assist several publishers by providing photographs of the campus classes of 100 years ago.

The librarian is currently weeding the collection of marginal titles, since there is insufficient space to house such titles routinely acquired in previous decades, i.e., Columbia University Press books, titles by faculty members and others connected with Columbia which are duplicate copies of titles held in the General Library or departmental libraries but which have little or no relation to the history, administration, or policies of the University, as well as some sets of journals that are also available in other campus libraries. The librarian intends to continue to concentrate on this project during the next quarter, so that we can accommodate the reports, histories, yearbooks, annuals, etc. that directly pertain to the University, its history and development. It is also hoped that we return to the well-established routine of having the Serials Cataloging Department resume cataloging complete sets of the University Bulletins, a service that was supplied to Columbiana until 1978/79, and then was abruptly halted. Columbiana with its small staff and limited time cannot take up this task; the Administration in Low Library, as well as our many scholars, are very eager to see this service again provided for them.--Paul R. Palmer, Curator.

Herbert H. Lehman Suite and Papers. A major project of the last quarter has been the searching and refoldering of the Lehman General Correspondence files. Some of the important correspondents that have been identified and added to the special files include: Pearl S. Buck, Helen Hays, Dean Acheson, Tom Conneley, Paul Herzog, Joseph McCarthy, and Reinhold Neibuhr. This project will continue into the next quarter. The Suite Assistant, Lynda Wright, and new Suite G.A., Rebecca Jaffee, began to refolder the legal size materials in the Lehman Papers, correcting the dummy slips in the Special and General Files to accurately indicate the location of legal size material; this project will continue when additional legal size folders arrive. Meanwhile, the oversize files of the Lehman Papers were refoldered and filed. Cards were typed for the 1932 campaign correspondence which had not previously been represented in the catalog.

The Frank Altschul Papers are now completely processed except for the creation of a contents list. We hope to make the list on a word processor as time permits. Temporary catalog slips for the Overbrook Press books have been typed and now are being done for the pamphlets and ephemeral materials. This project should be completed by the end of the next quarter.

The carpets in the entrance, office, and conference room were cleaned this quarter, greatly improving the appearance of the Suite and preparing it for the return of classes in the fall. Lynda Wright prepared and installed an exhibit, "Herbert Lehman and the Henry Street Settlement" for the display cases in the Lehman Library.--John C. Aubry, Curator

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During the past year the Archive's complete holdings were input into RLIN's AMC system; as additions and changes were made to existing collections the RLIN records were updated at the same time as the local description sheets and catalog cards were prepared. During the year a number of readers have contacted us about our holdings as the result of RLIN searches done at other universities. The system has proven to be a most effective tool for local reference use in finding materials through subject and genre access. The Archive has been enriched by the addition of such significant collections as the Alexander Bacherac Papers, dealing with topics in Russian literature, and the Imre Kovacs and Emil Lengyel Papers, concerned with twentieth century Hungarian history and emigration. As part of the preservation program of the Archive, an extensive dusting

and cleaning project continued during the year. Improvements in collection description were made through the positive identification of numerous previously unidentified manuscripts.--Ellen Scaruffi, Curator.

Columbiana. During the past quarter several departments and schools have applied to the Library for historical information, photographs and related material in preparation for the coming bicentennial in 1987 of Columbia College. The College has, of course, been most actively conducting this research, but there is interest in it from other schools and departments as well. As always, we have scholars doing research using our printed materials of annual reports, syllabi, etc. In preparation for the Commencement in May, we were able to assist several publishers by providing photographs of the campus classes of 100 years ago.

The librarian is currently weeding the collection of marginal titles, since there is insufficient space to house such titles routinely acquired in previous decades, i.e., Columbia University Press books, titles by faculty members and others connected with Columbia which are duplicate copies of titles held in the General Library or departmental libraries but which have little or no relation to the history, administration, or policies of the University, as well as some sets of journals that are also available in other campus libraries. The librarian intends to continue to concentrate on this project during the next quarter, so that we can accommodate the reports, histories, yearbooks, annuals, etc. that directly pertain to the University, its history and development. It is also hoped that we return to the well-established routine of having the Serials Cataloging Department resume cataloging complete sets of the University Bulletins, a service that was supplied to Columbiana until 1978/79, and then was abruptly halted. Columbiana with its small staff and limited time cannot take up this task; the Administration in Low Library, as well as our many scholars, are very eager to see this service again provided for them.--Paul R. Palmer, Curator.

Herbert H. Lehman Suite and Papers. A major project of the last quarter has been the searching and refoldering of the Lehman General Correspondence files. Some of the important correspondents that have been identified and added to the special files include: Pearl S. Buck, Helen Hays, Dean Acheson, Tom Conneley, Paul Herzog, Joseph McCarthy, and Reinhold Neibuhr. This project will continue into the next quarter. The Suite Assistant, Lynda Wright, and new Suite G.A., Rebecca Jaffee, began to refolder the legal size materials in the Lehman Papers, correcting the dummy slips in the Special and General Files to accurately indicate the location of legal size material; this project will continue when additional legal size folders arrive. Meanwhile, the oversize files of the Lehman Papers were refoldered and filed. Cards were typed for the 1932 campaign correspondence which had not previously been represented in the catalog.

The Frank Altschul Papers are now completely processed except for the creation of a contents list. We hope to make the list on a word processor as time permits. Temporary catalog slips for the Overbrook Press books have been typed and now are being done for the pamphlets and ephemeral materials. This project should be completed by the end of the next quarter.

The carpets in the entrance, office, and conference room were cleaned this quarter, greatly improving the appearance of the Suite and preparing it for the return of classes in the fall. Lynda Wright prepared and installed an exhibit, "Herbert Lehman and the Henry Street Settlement" for the display cases in the Lehman Library.--John C. Aubry, Curator

Draft Memo to be attached to RBML copy of the 1982/83 4th Quarter and Annual Report. July 6, 1983

LINEAR FEET OF MSS.

To KAL
From BRC

UPDATE OF MEMO FOR YEAR ENDING JUNE 30, 1986

Re Adjusted base figure of manuscript holdings of the Manuscript Department as of June 30, 1982.

A survey of Stack 14 and 15 was conducted to estimate the total number of boxes in the collections.

There were approximately 40,500 boxes occupying approximately 12,000 shelves.
(921 sections single-shelved on 11 shelves per section, 33 boxes per shelf totaling 10,131 shelves)
(250 sections, double-shelved on 7 shelves per section, 39 boxes per shelf, totaling 1,750 shelves)

Deposit collections, Oral History and Collections in process not estimated.

THE FOLLOWING CALCULATIONS WERE COMPLETED ON OCTOBER 14, 1986 by BRC & KAL.

The total number of shelves filled with manuscript boxes on June 30, 1982 should have been 13,381 (the 250 sections of double-shelved boxes equals 13 shelves per section, giving a total of 3,250 shelves)

13,381 shelves equals 40,143 linear feet of shelf space devoted to manuscript collections as of JUNE 30, 1982.

From July 1, 1982 through June 30, 1986, there was a 15 per cent. increase in number of items and boxes. This increase includes the Bakmeteff Archive, the Herbert Lehman Suite and the Columbiana Administrative and Departmental Records.

Therefore, as of JUNE 30, 1986, the total number of linear feet of shelf space devoted to manuscripts is: 46,150 linear feet.

BRC

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year ending 30 June 1986

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.	5,551,739
Number of current serials, including periodicals received	63,430
Microfilms (reels)	172,749
Microtext (physical units, excluding microfilms	3,215,749
Total microform units	3,388,498

Processing

Volumes added to collections (gross)	121,669
Volumes withdrawn from collections	30,915
Volumes added to collections (net)	90,754
Periodical titles added (gross)	1,054
Other serial titles added (gross)	404
Serial and periodical titles discontinued	323
Volumes bound (commercial only)	50,294
Catalog cards produced	912,835

Staff

Number of professional staff (FTE)*	151
Full time supporting & regular part-time supporting & supervisory staff (FTE)	302
Student assistants (FTE)	144
TOTAL	597

Circulation

Loans to individuals	1,020,551
Loans to Columbia libraries	18,301
Loans to non-Columbia libraries, including affiliates	28,006
TOTAL CIRCULATION	1,066,858

Expenditures

Salaries and wages	$10,348,756
Fringe benefits	2,461,202
Books, journals, and materials	4,826,643
Binding (commercial only)	441,402
Other operating expenses	2,440,687
TOTAL	$20,518,690

* Includes several professional positions other than librarians.

CIRCULATION

1985/86

DIVISION	CIRCULATION	RESERVE CIRCULATION	TOTAL
H&H			
Burgess	43,762	n/a	43,762
Butler Circulation	180,194	n/a	180,194
College/Philosophy	6,537	105,198*	111,735
Library Service	6,760	20,651	27,411
Microform Reading Room	n/a	32,575	32,575
Music	11,224	24,506	35,730
Paterno	3,080	n/a	3,080
Reference	n/a	13,652	13,652
TOTAL	251,557	196,582	448,139
Science			
Biology	4,168	11,766	15,934
Chemistry	3,880	4,223	8,103
Engineering	23,401	15,517	38,918
Geology	1,890	2,015	3,905
Geoscience	2,088	129	2,217
Math	9,965	4,602	14,567
Physics	5,395	3,489	8,884
Psychology	6,401	14,440	20,841
TOTAL	57,188	56,181	113,369
Social Science			
Business	27,531	61,485	89,016
Journalism	768	8,441	9,209
Lehman/Social Work	55,223	74,449*	129,672
TOTAL	83,522	144,375	227,897
Distinctive Collections			
Avery	38,554	39,298	77,852
East Asian	28,713	28,346	57,059
Health Sciences	28,654	42,107	70,761
Law	14,424	11,050	25,474
Rare Books	n/a	n/a	n/a
TOTAL	110,612	120,801	231,146
GRAND TOTAL	502,612	517,939	1,020,551

*In 1985/86, Graduate Social Science Reserves were moved from College Library to Lehman Library.

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1985 TO JUNE 30, 1986

SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1985	Total Added	Total Withdrawn	Net Change	June 30, 1986
Humanities and History Division					
Butler Library					
Central Stacks	1,520,376	24,304	5,521	18,783	1,539,159
Graphic Arts Collection	14,320	260	-0-	260	14,580
Instructional Library					
Burgess-Carpenter Library	159,120	4,815	5,812	-997	158,123
College Library	48,570	11	2,641	-2,630	45,940
Philosophy Library	14,843	87	262	-175	14,668
Library Service Library	99,924	1,952	1,937	15	99,939
Music Library	55,611	703	80	623	56,234
Paterno Library	20,582	201	-0-	201	20,783
Reference Collection	41,488	1,503	494	1,009	42,487
Microform Reading Room	95	43	-0-	43	138
TOTAL: HUMANITIES & HISTORY DIV.	1,974,919	33,879	16,747	17,132	1,992,051
Science and Engineering Division					
Biological Sciences Library	42,917	780	179	601	43,518
Chemistry Library	37,170	1,547	1,014	533	37,703
Engineering Library	182,093	4,082	430	3,652	185,745
Geology Library	83,791	446	137	309	84,100
Geoscience (Lamont) Library	23,129	946	-0-	946	24,075
Mathematics Library	27,183	568	1	567	27,750
Physics Library	25,512	1,084	286	798	26,310
Psychology Library	28,779	743	232	511	29,290
Science Library	71,965	477	36	441	72,406
TOTAL: SCIENCE & ENGINEERING DIV.	522,539	10,673	2,315	8,358	530,897
Social Science Division					
Business Library	344,216	4,827	851	3,976	348,192
Documents Service Center	64,255	14,364	8,051	6,313	70,568
Journalism Library	14,393	322	38	284	14,677
Lehman Library	217,060	11,044	4	11,040	228,100
Social Work Library	124,296	1,978	84	1,894	126,190
TOTAL: SOCIAL SCIENCE DIVISION	764,220	32,535	9,028	23,507	787,727
Distinctive Collections					
Avery Library	132,326	2,228	334	1,894	134,220
Fine Arts Library	78,332	1,186	80	1,106	79,438
Ware Library	8,764	270	-0-	270	9,034
East Asian Library	478,005	15,809	765	15,044	493,049
Health Sciences Library	396,912	9,432	497	8,935	405,847
Law and International Law Library	681,333	12,624	1,149	11,475	692,808
Rare Book and Manuscript Library	397,879	2,328	-0-	2,328	400,207
Columbiana	25,756	685	-0-	685	26,441
TOTAL: DISTINCTIVE COLLECTIONS	2,199,307	44,562	2,825	41,737	2,241,044
TOTAL CHANGE IN SIZE OF COLLECTIONS:	5,460,985	121,649	30,915	90,734	5,551,719

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1985 - JUNE 30, 1986
SUMMARY SHEET: MICROFORMS

	MICROFORM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/86	Net Added	6/30/86	Net Added	6/30/86	Net Added	6/30/86	Net Added	6/30/86
Humanities & History Division										
Library Service Library*	9	817	1,635	5,015	-0-	-0-	-0-	-0-	1,644	5,832
Microform Reading Room **	7,080	108,489	13,425	233,032	-0-	59,776	160	318,171	20,665	719,468
Music Library	19	998	-0-	846	-0-	3,957	-0-	-0-	19	5,801
Paterno Library	-0-	87	-0-	-0-	-0-	-0-	-0-	-0-	-0-	87
Reference	119	119	478	486		-0-	-0-	-0-	597	605
TOTAL: HUMANITIES & HISTORY DIV.	7,227	110,510	15,538	239,379	-0-	63,733	160	318,171	22,925	731,793
Science and Engineering Division										
Biological Sciences Library	2	2,051	-0-	4,472	-0-	-0-	-0-	-0-	2	6,523
Chemistry Library	63	1,317	54	2,529	- 500	360	-0-	-0-	-383	4,206
Engineering Library	95	7,492	35,188	1,174,610	-0-	-0-	-0-	-0-	35,283	1,182,102
Geology Library	2	42	-0-	530	-0-	14	-0-	-0-	2	586
Geoscience (Lamont) Library	-0-	558	815	12,996	-0-	5,153	-0-	-0-	815	18,707
Mathematics Library	1	167	-0-	153	-0-	-0-	-0-	-0-	1	320
Physics Library	24	978	-0-	62	-0-	316	-0-	-0-	24	1,356
Psychology Library	67	185	42	2,773	-0-	-0-	-0-	-0-	109	2,958
Science Library	8	483	-0-	-0-	-0-	-0-	-0-	-0-	8	483
TOTAL: SCIENCE & ENGINEERING DIV.	262	13,273	36,099	1,198,125	- 500	5,843	-0-	-0-	35,861	1,217,241
Social Science Division										
Business Library	280	4,538	45,491	454,128	-0-	43,122	-0-	-0-	45,771	501,788
Documents Service Center	50	1,199	31,536	358,109	-0-	-0-	-0-	185,140	31,586	544,448
Journalism Library	58	1,554	-0-	224	-0-	-0-	-0-	-0-	58	1,778
Lehman Library	1,778	18,423	2,597	129,301	-0-	1,235	-0-	-0-	4,375	148,959
Social Work Library	35	51	14	3,275	-0-	-0-	-0-	-0-	49	3,326
TOTAL: SOCIAL SCIENCE DIV.	2,201	25,765	79,638	945,037	-0-	44,357	-0-	185,140	81,839	1,200,299
Distinctive Collections										
Avery Library	286	1,144	193	9,121	-0-	-0-	-0-	-0-	479	10,265
Fine Arts Library	2	85	1,808	2,702	-0-	-0-	-0-	-0-	1,810	2,787
East Asian Library	722	11,026	759	5,957	-0-	-0-	-0-	-0-	1,481	16,983
Health Sciences Library	-0-	72	2,895	8,235	-0-	-0-	-0-	669	2,895	8,976
Law Library	309	10,062	20,187	138,979	-0-	50,301	-0-	-0-	20,496	199,342
Rare Book & Manuscript Lib.	37	812	-0-	-0-	-0-	-0-	-0-	-0-	37	812
Columbiana	-151	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-151	-0-
TOTAL: DISTINCTIVE COLLECTIONS	1,205	23,201	25,842	164,994	-0-	50,301	-0-	669	27,047	239,165
TOTAL CHANGE IN SIZE OF COLLECTIONS:	10,895	172,749	157,117	2,547,535	-500	164,234	160	503,980	167,672	3,388,498

*Includes Graphic Arts Collection holdings.
**Includes General Reference and General Library holdings.

NEW MANUSCRIPT COLLECTIONS ACCESSIONED, 1985/1986
July 1986

Abel, Theodore-Journals
Asociacion de Sacerdotes Hispanos de Nueva York-Papers
Berl, Fred Papers
Backer, John-Papers
Chrystie Family Papers
Cohen, Herman-Papers
Columbia Daily Spectator Correspondence
De Quincey Family Papers
Fox, Grace Estelle-Papers
Haywood, Charles Haywood Collection of German and Hungarian Autographs
Hoptner, Harriet Scantland-Papers on U.S.I.S. Libraries
Hofstein, Saul-Papers
Hotelling, Harold-Papers
Lieberman, E. James-Papers
Quimby, Shirley Leon-Papers
Reeves, William Harvey-Papers
Rousseas, Stephen William-Papers
Sabine, William H. W.-Papers
Schimmel, Stuart B.-Collection of Augustus Hare Letters, Drawings and Manuscripts
Schimmel, Stuart B.-Collection of Oliver Wendell Holmes Letters and Documents
Schimmel, Stuart B-Collection [Miscellaneous Letters and Manuscripts]
Who's Who in the American Theatre Papers
Wilner, Herbert-Papers
Wright, Quincy-Papers

Bakhmeteff Archive
Lengyel, Emil-Papers

GIFTS

July 1985 -- June 1986

Month	No. of Donations	Vols.	Mss.	Total Value	of which this is value of Friends donations	
July	8	6	882	$5,700	$1,350	
August	8	27	305	$875	$505	
September	17	42	838	$8,385	$2,335	
3 month totals	33	75	2,025	$14,960	$4,190	
October	13	133	5,032	$12,415	$7,350	
November	6	1	2,176	$9,482	$8,507	
December	40	2,243	68,835	$200,274.50	$159,572	
3 mo. totals	59	2,377	76,063	$222,161.50	$175,429	
6 mo. totals	92	2,452	78,088	$231,121.50	$179,619	
January	11	700	18,282	$21,736	$18,211	
February	9	513	13,314	$17,172.50	$9,392.50	
March	9	42	1,744	$12,675	$650.	
3 mo. totals	29	1255	33,340	$111,583.50	$78,253.50	
9 mo. totals	121	3707	111,428	$348,705	$257,872.50	
April	9	324	890	$127,249	$67,274	
May	8	74	30,690	$58,420	$56,150	
June	13	936	14,348	$148,610	$133,185	
3 mo. totals	30	1,234	45,928	$334,279	$256,609	
12 mo. totals	151	4,941	157,356	$682,984	$514,481.50	

Rare Book and Manuscript Library
Quarterly Report - January-March 1986

Introduction. After more than a year in the new quarters and the solving of numerous problems concerning the adjustment to the new environment, we have begun to turn our attention to the uses of automation in the Rare Book and Manuscript Library. Since AMC has been in successful operation for more than a year, we asked the Assistant Librarian for Rare Books, Rudolph Ellenbogen, to investigate other automation needs and possibilities, and early in March he submitted five proposals, comprising: an uncataloged book database; a manuscript name file database; Friends of the Libraries database (recording information concerning mailings, dues contributions, subscriptions and renewals for Columns, etc.); a name, subject, and illustration index to Columbia Library Columns; and correspondence file index (covering general correspondence, collection file correspondence, pending files, and exhibition files). The proposals were submitted to the University Librarian on March 6 for advice and consent along with a memorandum concerning equipment needs and staff reassignment to begin work on the most critical of the proposals, namely, the uncataloged book database; with disengagement from the card catalog well along in the planning stage, we envision this database as searchable on CLIO and therefore of potential use to OMC and Reference, among other units outside the Rare Book and Manuscript Library.

Work has continued on incomplete projects relating to construction of the Library. Completed during this quarter were: the repair of the lift and the installation of the additional switch called for in the contract; the reversal of the doors of the Donors Room; and the repair of the copper facing on the outside south wall to prevent leaks. In addition, debris was removed from room 656 and the unfinished area at the east end of the Library, and these areas were cleaned and waxed. Projects that still remain to be completed include: activation of the humidistat system (now being investigated with various contractors and Facilities personnel); installation of new hardware on the delivery entrance door; repair of the mezzanine Locknetic switches; and the re-alignment and repair of the Sol-R-Veil shades. The latter is particularly critical because of the increase of sunlight during the late spring and summer months.

A Jeshogan Oriental rug has been purchased for the Donors Room from Symourgh International. Measuring approximately 12 by 16 feet, the rug's predominant colors of dark rose and blue are the ideal complement to the colors of the room and the paintings, as well as in defining the setting for the Queen Anne furniture. Initial funding for the rug was provided by Mrs. Iola Haverstick, and additional contributions were received from Mrs. Elizabeth Cain, Mr. and Mrs. Richard Logsdon, and Mr. Jonathan Hill; these contributions have funded more than a third of the cost and several other donors have been approached for the remainder.

During the past three-month period, 29 individual donations were recorded in the gift records, comprising 1,255 volumes and 33,340 manuscript items; the total appraised and estimated value of these gifts totaled $111,583.50. Notable among the manuscripts acquired by gift were: the papers of the diplomat and author John H. Backer, received from Mrs.

Backer; correspondence of Edwin Armstrong with Capt. H.J. Round, donated by Mr. Jerry Granat; the Chrystie family papers, donated by Mr. Thomas Chrystie; the papers of vols. 3 and 4 of Grand Street magazine, received from the Grand Street Corporation; and the first installment of the collection of the Spanish diplomat, Ambassador Eduardo Propper de Callejon, presented by his son, Mr. Felipe Propper de Callejon. Of special importance among the quarter's gifts are the collections of books and manuscripts of Oliver Wendell Holmes, Jr., Augustus J.C. Hare, and Christopher Isherwood, presented by Mr. Stuart B. Schimmel. Notable among the rare books and realia received were: the water-color painting by Jack B. Yeats, entitled "Pushboys," donated by Mrs. Nathan Halper; the collection of 437 volumes of Scottish literature, presented by Professor Coleman O. Parsons; the copy of Robert Thornton's The Pastorals of Virgil, illustrated by William Blake, donated by Mr. Gordon N. Ray; and autographed calling cards of Colette, Elenora Duse, Irving Berlin, and others, donated by Mr. F.C Schang. Numerous gifts of books and papers received during the quarter, notably the Alan H. Kempner Library and the editorial papers of Who's Who in the American Theater, among many others, remain only partially processed and will not be recorded in the gift records until the final quarter of the year.

The Council of the Friends of the Libraries met in the Donors Room on Thursday afternoon, March 6, preceding the opening of the exhibition, "Baron Corvo -- Madman and Genius." The Council nominated the Class of '89, comprising R. Dyke Benjamin, Helmut N. Friedlaender, Margaret L. Kempner, T. Peter Kraus, Corliss Lamont, Pauline A. Plimpton, Dallas Pratt, and Katherine T. Stone. Attending as a guest, Vice President Norman Mintz spoke about the changes in libraries and in research methods brought about by computer technology, and he specifically described the Scholarly Information Center and the placing of academic computing activities under the administration of the University Librarian. The Chairman, Mr. Ray, brought under discussion the matter of raising the dues schedule of the Friends to meet rising needs and costs, and the Council accordingly recommended that the dues schedule be adjusted as follows: Regular, from $50 to $75; Sustaining, $100 to $150; Patron, $200 to $300; and Benefactor, $300 to $500. The special membership for active and retired University staff is to be raised from $35 to $50. Accordingly, the annual dues appeal letter to be sent out on April 4 will reflect the new membership fees.--Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. The major effort of the department during the quarter involved work related to the Alan Kempner Collection. The books, numbering 1,159 volumes, were selected and delivered on January 2. They have now been sorted; preliminary bibliographic records have been typed for them; they have been searched; and an appraisal list, sixty pages in length, has been typed. Cataloging also has been completed for the Coptic, Arabic, and medieval manuscripts that came with the collection. Bibliographic work will resume on the Ellery Queen Collection during the coming quarter.

Because of the continuing illness of Dorothy Anselmo, a large number of books that have been cataloged have remained unprocessed. A substantial effort was put into training three general assistants to do this work, and

the students were able to process between 500-600 volumes, leaving only a small group which should be finished during the beginning of the next quarter.

A number of other projects have been completed during the period, including the compilation of a desiderata list for Officina Bodoni publications which involved the creation of a list keyed to Giovanni Mardersteig's The Officina Bodoni, An Account of the Work of a Handpress, 1923-1977. In addition, the microfilm backlog has been eliminated and substantial inroads have been made into eliminating the Book Arts ephemera backlog.--Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. In January final revisions of the new collection description worksheet, collection description sheet, and manuscript processing checklist were completed, and the forms have been put into use (see samples attached). These forms will permit the monitoring of manuscript processing at every stage from receipt of a collection to completion of the bibliographical records, provide a uniform method of processing, and collect data for inputing bibliographical records into the RLIN AMC database. During the quarter a total of 40 collection description records were tagged and coded and, of these, 33 have already been input into RLIN; the 7 remaining records will be input in April at which time all collections processed since July 1984 will be online. In addition to inputting current acquisitions, we have begun to review pre-1984/85 collection descriptions and 2 of these "recon" records were input in March.

Additions made to approximately one dozen existing collections were processed during the third quarter, ranging in size from several file folders added to the papers of Edwin Armstrong, John Masefield and Nicholas Murray Butler, to more than a dozen archival containers each added to the papers of Curtis Brown, Ltd., Grand Street, and Paul O. Kristeller. To increase the ease of paging memoirs in the Chinese Oral History Collection, memoirs were removed from a variety of report binders and put in standard 3-ring loose leaf binders to which uniform labels were attached. To accomodate a large addition to the Allen Ginsberg Deposit, the vault on stack 14 was weeded and rearranged.

During the final quarter of 1985/86 it is planned that several collections in process since last quarter will be completed. Among these are the 1970s files of the Community Service Society, the papers of the economic historian Alice H. Jones, and the editorial files of James Heineman's publication Who's Who in the American Theater.--Bernard R. Crystal, Assistant Librarian for Manuscripts.

Bakhmeteff Archive. In January, the trustees of the Imre Kovacs Papers presented the papers of the prominent Hungarian writer and statesman, and member of the Hungarian Parliament from 1945 to 1947. His papers delivered in eight large packing cartons, deal primarily with events and issues in twentieth century Hungarian history and politics, and include numerous letters to Kovacs from individuals active in Hungarian emigre circles. The collection is currently being sorted and refoldered, and should be fully processed within the next few months.

During the quarter a draft for a pamphlet on the Archive's history and collections was prepared, and a final version may be published at a later date. The Papers of Hungarian historian Emil Lengyel, consisting of ca. 1,000 items, are now fully cataloged, processed and available for scholarly use. The Boris Bakhmeteff Collection was opened to use in December of 1985, and at that time a decision was made to transfer the voluminous correspondence of several important political figures including Vasilii Maklakov and John Spargo from the "arranged" to "cataloged" series. Some 500 items have been cataloged to date, and the remaining letters and manuscripts of these individuals will be cataloged during the next quarter. In the next quarter processing will also continue on the Eugenia Boutzilo Papers and the Zernov Family Papers.--Ellen Scaruffi, Curator.

Columbiana. In contrast to previous quarters' activities, the reference and access activities of the past quarter have largely been devoted to aiding various scholars and researchers, both within the University community and without, with their research for various projects and publications. We have cooperated with the dean of the College in preparing programs for the 1987 bicentennial of the re-opening of King's College as Columbia College; worked with the committee of the School of Library Service on two exhibitions to commemorate the centennial of the Library School; and worked with the curator of art properties in supplying materials and suggesting ideas for two forthcoming Low Library exhibitions for the summer and fall. In addition to these Columbia University projects, we have had numerous requests from commercial publishers, television networks, and individual scholars seeking information or visual materials for publications they are currently undertaking.

With the help of a student assistant, we are making substantial progress in reorganizing materials that were transferred from the basement storage area, seriously flooded last year, to a new location in the south gallery on the 4th floor of Low. The curator is also working with the head of Serials Processing in attempting to complete our sets of Columbia University Bulletins, a project suspended some five years ago. During the coming quarter we plan to continue this pursuit, as well as to continue weeding the collection of unwanted, surplus duplicates. Paul R. Palmer, Curator.

Herbert H. Lehman Suite and Papers. Searching and refoldering of the Lehman General Correspondence files through 1947 was completed during the past quarter and will continue during the next quarter. A number of important correspondents continue to be identified and added to the special files, among them, Bing Crosby and John D. Rockefeller 3d. The searching of the Frank Altschul papers for major correspondents has been completed, and catalog cards have been typed for the manuscript catalogs in the Suite and in the Rare Book and Manuscript Library. The G.A. for the Altschul Papers has now started typing temporary catalog slips for the Overbrook Press books so that there will be a record of them in the Rare Book Catalog in Butler. Readers have used the Lehman, Poletti and McDonald Papers during the quarter for a wide variety of research projects including the League of Nations and Refugees, Reconstruction of China after World War II, and Anti-Semitism in the 1930s.

The paneling in the Conference Room was refinished during the intersession, and the Suite assistant prepared an exhibit of letters and photographs of the Lehmans and the Roosevelts documenting the long friendship between the two families for the display cases there. The assistant is currently preparing an exhibit on Lillian Wald for the display cases in the Lehman Library. -- John C. Aubry, Curator.

Rare Book and Manuscript Library
Quarterly Report, October-December 1985

Introduction. The major activities of the final months of the calendar year centered on the gift and acquisitions program of the Library. During this period 59 separate donations were recorded, comprising 2,377 volumes and 76,063 manuscripts; the total appraised or estimated value of these gifts amounted to $222,161, a record for any three-month period. For the first six months of the fiscal year we received 92 donations valued at $237,121. Among the most significant gifts accessioned during the past quarter were: a collection of 34 French illustrated books from Dr. Kenneth Rapoport; additions to the Georges Borchardt Papers of approximately 34,000 pieces of correspondence and manuscripts; 21 fine press books and 9 manuscripts, of which several are illuminated, from Mr. and Mrs. Herman Cohen; 1,700 volumes of children's books and approximately 100 manuscripts and pieces of realia from Professor Frances Henne; the papers of the economist Harold Hotelling from Mrs. Hotelling; the first installment of the papers of the author and novelist Gerald Sykes from Mrs. Sykes; and Bernard Berenson correspondence with M. Lincoln and Ray Schuster from Mrs. Pearl London.

Cash gifts were also received in greater numbers towards the end of the year, reflecting the late fall dues appeal of the Friends of the Libraries; the appeal for donations to the Marguerite Cohn Fund; the establishment of the Alan H. Kempner Fund; and individual gifts to the Furnishings Fund.

The Fall meeting of the Council of the Friends was held on Thursday afternoon, December 5, at which the annual treasurer's report was submitted; the University Librarian reported on recent activities in the Libraries, especially the Scholarly Information Center and the Aurora Project; and Pauline Ames Plimpton was elected to serve as a member of the Council Class of '89. Immediately following the meeting, the fall exhibition, "The House of Books that Marguerite and Louis Cohn Built," was opened by the Friends reception in the Rare Book and Manuscript Library.

Considerable progress was made in the second quarter in completing projects relating to construction: the setting of locks on the 6th floor and the re-keying of all external doors were completed except for the hardware on the west side delivery door; work was begun on the repair of the Sol-R-Veil shades which it is anticipated will be completed during January 1986; and all of the glass walls were cleaned and the mezzanine floors were thoroughly washed, waxed and buffed. After numerous adjustments, the HVAC system was improved but is not yet functioning satisfactorily.

The Library hosted the meeting of the New York Area Theological Library Association on Thursday morning, December 12.

The Librarian spoke to the group about the history of the collections, the construction of the new Library, and the special access, preservation, security, and automation problems relating to rare printed and manuscript materials.

During the third quarter of the year the following areas will receive special attention: implementing new forms for the description of manuscript collections to conform to AMC procedures and format; planning the exhibition for the spring and summer, namely, "Baron Corvo -- Madman and Genius" and "Performing Arts in the Collections"; inputing information on the manuscript collections into AMC; planning the preparation of bibliographical records for recent large gifts of printed materials, most significant of which is the future gift of the Alan H. Kempner library; and completing the recording and appraising of the remaining 1985 gifts.--Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. Since this quarter marks the end of the first year in the new Reference Center, it is reasonable to review its operations. Staffing of the Center is done on a rotating basis among the reference librarians from both the Rare Book and Manuscript Departments, with one of the librarians assigned to duty every fourth day and assisting as back-up on the previous day in order to give continuity to service. Operations in the Center require greater coordination between the librarians, the LA IV desk attendant, and the CA II page and photocopy operator than in the old reading rooms, but by September of this year most of the on-going operating procedures were in their final form, and the small problems encountered in the transition to the new quarters had been resolved. One last area to be experimented with is the reduction of the amount of paging of cataloged manuscripts by professional librarians; it is anticipated that planning and implementation will proceed next quarter. One cause of concern during the planning stage of the Library was the security of the Reading Room, and we have found that supervision of the use of rare materials can be done effectively through the glass walls, while isolating the room from the sound of reference interviews and other activities. The raised design of the reference desk also is successful because it enables readers to fill in registration forms more comfortably, and it successfully isolates from patrons the manuscripts and other rare materials that are being worked on by the librarian on duty or the desk attendant. One concern regarding the security of materials is the position of the entrance to the Papyrus and Epigraphy reading area which is behind the reference desk; readers entering the area pass behind the desk attendant's back and between rare books waiting for use by readers. Fortunately, the use of this area is generally not great; but at times when seminars are held a half dozen or more students may be coming or going and adequate supervision becomes difficult.

Although the Department is budgeted for aproximately 60 GA

hours per week, during the past quarter we were only able to hire an average of 18 hours per week. The outlook for the next quarter is not promising as one of the two GAs has given notice that he is taking a GA/BA position in Oral History at a higher salary. Despite this shortage, the GAs were able to accomplish a number of shifts during the quarter, including: moving Smith and Plimpton Reference Collections, the Berlioz Collection, and the Dale Collection; and expanding the Rare Book Collection over three ranges. Some minor adjustments will be needed for this collection, but another major shift should not be required for at least three years. Space continues to be a problem in the Vault and in several other collections.

Among the various bibliographic projects, work has gone forward on the preparation of temporary bibliographic records for the Ellery Queen Collection (foreign editions are nearly completed) and the Truman Capote Collection, which has been completed except for the ephemeral materials. A group of approximately 70 pieces of sheet music, the gift of Linda Kruger, were cataloged and added to the Hunt-Berol Collection of American Sheet Music. With the anticipated arrival of the Alan Kempner Collection, containing approximately 1,800 volumes, work on Queen will necessarily be suspended until bibliographic records and an appraisal list are produced. Because of the size of this collection, we will produce the list during the third quarter and search the individual volumes and make cataloging decisions during the following quarter. Jane Rodgers has been working closely with catalogers in OMC on a number of collections including the American Type-Founders Library collection of Bodoni Press books and other landmarks of printing, as well as on the Lynd Ward collection which should be finished during the third quarter.

With regard to other projects, planning and work on the performing arts exhibition has gone forward with work being done by all members of the department; drafts of labels now have been completed for three of the cases. Hugh Wilburn has finished and installed the House of Book exhibition, and he has continued to plan the Corvo exhibition. A project has been begun to systematically review the At-Cataloging file to determine books that have been at OMC for over one year and not yet been cataloged. Renumbering and remarking the Reference Collection has been worked on sporadically due to lack of staff.--Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. With the completion of the Bakhmeteff Archive's RLIN AMC Recon Project at the end of the first quarter, the Manuscript Department was alloted time on the RLIN terminal to begin inputting its current manuscript accessions. During the second quarter 14 collection descriptions (12 acquired during 1985/86 and 2 acquired during 1984/85) were entered. Long before inputting began, LC subject headings were assigned to each collection description sheet and then the the information was

coded and tagged. In preparing the records for inputting we realized the need to redesign our collection description sheet to conform to the RLIN AMC format (a sample of the new form is attached). Most of the remaining 1984/85 collections have been coded and tagged and should be input next quarter.

Lenore Rouse, our library intern assigned to the Manuscript Department for the first half of the year, has quickly learned our processing and cataloging techniques and has put them to immediate advantage by processing a half dozen small collections. She also completed the processing of the manuscript series of one large collection, the Gerald Sykes Papers, and she will finish the correspondence series at the beginning of the next quarter before she transfers to the Rare Book Department. Having a library intern for the second year in a row has proved to be mutually beneficial, since the intern learns on-the-job techniques while studing the theoretical foundations of librarianship, and also aids the department in processing collections.--Bernard R. Crystal, Assistant Librarian for Manuscripts.

Columbiana Library. The reference and access activities were largely devoted to the research projects of numerous Columbia College freshmen on current and historic events, people and topics about Columbia University. We were, as usual, consulted for information and verification of facts by such departments as the Office of Public Information, Office of the President, Dean of the College, Office of Development, as well as by the editors and writers of many University and non-University publications. The curator helped the staff of the revived Philolexian Society (Columbia's oldest debating society) organize its first published issue of the new publication called Surgam, and the Library was one of the subjects of a featured article in the December 6 issue of Acta Columbiana, Columbia's "oldest newspaper." The curator joined Walter Barnard in delivering the first program of the fall season at the Reference Librarians Meeting on October 17 and 18. With the assistance of Stuart Fisher and Bernard Crystal, the unit began the move from the basement storage area in Low to the 4th floor south gallery of Low Library. The move has been virtually completed, but during the coming months much time and attention will be devoted to refining the shelving and space allocations. The curator also plans to continue weeding the collection of surplus duplicate copies of publications, reports, and miscellaneous materials to provide needed shelf space.--Paul R. Palmer, Curator.

Lehman Suite. The general assistant working on the Altschul papers has completed searching the files for correspondence to catalog and will be cataloging these materials in the coming quarter. The general correspondence of the Herbert H. Lehman papers has also been searched through the 1930s and into the 1940s. Considerable amounts of interesting correspondence have been identified including letters of Rudy Vallee, Cab Calloway,

Lillian Hellman and Helen Keller.

Most of the curator's time at the suite has been occupied preparing an exhibit for the third floor of Butler Library on Herbert Lehman and The United National Relief and Rehabilitation Administration, which will be on exhibit through March 1986.

Preparations have begun at the suite for the refinishing of the walls of the study which will begin during the early part of January. This will require that all the books from the shelves and all the framed items from the walls be removed.--John C. Aubry, Curator.

Bakhmeteff Archive. In November the Emil Lengyel Collection was presented to the Bakhmeteff Archive by Mrs. Lengyel. Emil Lengyel was a professor of social sciences at Farleigh Dickenson University, journalist for The New York Times, and author of many books on historical topics. The collection includes letters by Thomas Mann, Theodore Dreiser and Robert Kennedy, also manuscripts of Lengyel's works, and numerous scrapbooks of clippings from the World War II period. The collection is currently being processed and should be completed early next year.

The letters of Menshevik Boris Sapir to historian Leon Shapiro were completely cataloged during the quarter and significant additions of correspondence, manuscripts and taped interviews have been procesed for the S.A. Kagan Papers. The Boris Bakhmeteff Papers were opened to scholarly use on December 1, 1985, and the organization of the Papers is being refined. For example, letters for a number of correspondents previously filed in the arranged series are being transferred to the cataloged series. Catalog cards have been typed and will soon be filed. Elizabeth Valkenier has donated Polish Solidarity posters and critical writings on Russian dissident authors; this material will supplement the Polish Dissident Press Collection.--Ellen Scaruffi, Curator.

Rare Book and Manuscript Library

Quarterly Report, July-September 1985

Introduction. The new quarters were featured as the cover story in the August issue of Interiors magazine; ten full page color illustrations were used to depict the various architectural features for which the new Library has become widely known. During the first quarter several of the incomplete projects were worked on by the various contractors: the public stairway at the center of the Library was repainted; the lift room ramp and stairway were painted, and the lift was finally repaired and made operational; the glass signs were re-installed and the sign over the Library's main door was painted; the walls of the rear delivery room were repaired and painted; the cleaning and painting of room 655, the Library's seminar and meeting room was completed, and furniture and pieces of memorabilia were put in place; and progress was made on the HVAC equipment and the balancing of the system. Several members of the University's HVAC unit received a mechanical equipment orientation during September from the contractor, and the system will soon be managed by University personnel. There still remain a number of key construction items that have not been completed, primarily the operation of the skylight shades, and the changes required in the locks and hardware to make them acceptable to operation and security needs. It is hoped that the Construction Office will, during the next few months, devote efforts to completing these as soon as possible so as not to further hamper the operations of the Library.

Several cash gifts were received, of which two $10,000 grants were earmarked for the furnishings fund, one from Corliss Lamont and the other from the Graduate Faculties Alumni; these gifts will enable us to complete the furnishing of the offices on the second floor of the Library and to acquire two IBM PCs and a printer for the librarian's and the secretary's offices, thereby freeing the DECmate II for use by the Rare Book and Manuscript Departments. In addition, we received a $10,000 gift from the Mildred Andrews Fund, through the courtesy of Peter Putnam,

designated for the support of acquisitions for the Hart Crane Collection.

Gifts in kind have been received in the Library during the summer in great numbers, and in most cases processing work will have to be done to prepare these gifts for appraisal. Considerable effort will be devoted to these projects during the coming quarter. Important individual gifts to be described in the November issue of Columbia Library Columns include those received from Hal and Barbra Higginbotham, Charles Haywood, and Frank Seixas.

To fill the position of Reference Librarian/Bibliographer in the Rare Book Department, Jane K. Rodgers joined the professional staff on September 16. The training program, under the supervision of the Assistant Librarian for Rare Books, began on that date and will continue for the next six months. Two Library School interns, David Ferris and Lenore Rouse, were hired at the end of August, the former assigned initially to the Rare Book Department and the the latter to the Manuscript Department, and training began accordingly; the former has since resigned to accept a higher paying job elsewhere, but Ms. Rouse has continued her assignment and at mid-year will be reassigned to the the Rare Book Department so that by the end of the school year she will have been exposed to the total operations of the Library.

During the quarter planning continued on the exhibition, "The House of Books that Marguerite and Louis Cohn Built," which will open with a Friends reception on December 5 and to the public the day following; material was selected and evaluated, labels were drafted, and preliminary matting and restoration work was begun. On the occasion of the conference, "Otto Rank and the Legacy of Psychoanalysis," to be held at the University on October 11-12, an exhibition planned by Dr. E. James Lieberman and Professor Peter Rudnytsky will be installed by the Library staff in the cases at the east end of the Library and will remain

on view until November 25. Plans are also proceeding for the exhibition, "Performing Arts in the Columbia Collections," which will open on the occasion of the reception on June 28, 1986, for the members of the Rare Book and Manuscript Section of the Association of College and Research Libraries attending its annual meeting in New York preceding the American Library Association annual conference.

The Bakhmeteff Archive AMC grant came to an end on September 30 after successfully completing its objectives; 912 collections were input and maintenance was completed on approximately seven hundred collections. We are now planning to enter data as BAR collections are received and described, as well as for all such collections received and described by the Library since July 1, 1984.

The Library hosted the meeting of the Archivists Round Table of New York on Thursday afternoon, September 26. The 75 members attending toured the new Library, and the Librarian spoke to the group about the growth of the manuscript and archival collections, the new facilities for the use of these materials, and recent plans and developments in the Library concerning exhibition, processing, and automation.--Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Rare Book Department. Planning has been completed and work has begun on a number of projects: the arranging and preparing of preliminary bibliographic records for the Ellery Queen Collection, and for three collections received on deposit from Stuart Schimmel: Oliver Wendell Holmes, Augustus Hare, and Christopher Isherwood; a general assistant has worked full-time during the summer months on the book processing backlog and has succeeded in reducing it substantially; the shelflist for a large precentage of the books in the Reference Center has been adjusted to give new locations; the card catalog has been expanded; and work has continued on the House of Books and Otto Rank exhibits.

During the last month of the quarter personnel matters affected the operation of the department considerably. None of the general assistants who worked during the summer months continued in September, and only one general assistant from the Spring semester returned. (He has resigned for a position in the Australian Embassy.) The CA II, Dorothy Anselmo, has continued to have poor attendance because of illnesses and deaths in the family and related personal problems; Hugh Wilburn was on jury duty. Training occupied a large amount of time for a beginning GA, the SLS intern (who has given notice that he is leaving for a higher paying job with a book dealer), and for Jane Rodgers, the Reference Librarian/Bibliographer who started on September 16. Ms. Rodgers's training has been moving along at a highly satisfactory rate; she has been introduced to the scope and content of the collections; she has been trained in the bibliographic requirements for gift and cataloging records; she has been trained in aspects of and begun work in her assignments as liaison with the cataloging department, and in solving catalog maintenance and bibliographic problems. During the coming quarter work she will continue on the Ellery Queen Collection, and if general assistants are hired, work will continue on the book processing backlog and on the reference book project.--Rudolph Ellenbogen, Assistant Librarian for Rare Books.

Manuscript Department. With additional GA hours during the summer we continued to shift manuscript collections with names beginning with the letter "F" to make room for interfiling new accessions. In August we ran out of space and proceeded to shift backwards from "Z" and we got as far as "Wa." Shifting will resume in January if we have GAs who wish to work extra hours during intercession. The west annex on stack 12 was set up as a processing and storage area for new manuscript collections. The Institute of Pacific Relations preservation photocopying project continued at a steady pace all summer, and the first part has now been completed. Two new collections received in a great state of

disarray were unpacked and sorted: the papers of the economist, Harold Hotelling, and the author, Gerald Sykes. Hotelling is in the final stages of arrangement, cataloging, and description while Sykes has been rough sorted by genre. Approximately 600 catalog cards were typed for letters, manuscripts and documents added to the Columbia College Papers, and the consolidation of collection description sheets and lists to allow more shelf space behind the reference desk was completed during the quarter.

During the second quarter processing will continue on the Sykes manuscripts and printed ephemera; in addition, substantial additions to the papers of Columbia economist Albert Hart, the prime U. S. literary agent for French authors George Borchardt, and the late president of the World Bank George D. Woods will also be processed. The second part of the Pacific Relations preservation photocopying project will also get underway.--Bernard R. Crystal, Assistant Librarian for Manuscripts.

Bakhmeteff Archive. September 30 marked the completion of the RLIN AMC retrospective conversion project with all of the Archive's 912 collections having been input. Already the benefits of on-line access are being felt, especially in the use of combined subject and genre searching to answer reference questions about holdings. The Alexander Bacherac Papers, an important collection concerning 20th century Russian literature, is now completely processed. Sixty-eight letters of historian George Vernadsky to Peter Christoff have been cataloged and added to the Vernadsky Collection. New acquisitions included additions to the N.P. Vakar Papers and the Prince Paul Papers. Bakhmeteff Archive office work space increased due to the transfer of five large filing cabinets containing historical records and correspondence from the office to stack fifteen. This made room for a large table which can be used for the processing of collections. The increase in office space also made it possible for a seminar in Russian archival sources to be held here under

the directions and supervision of the Curator.

During the next few months the Curator, with the assistance of GA/BAs, will process and catalog additions to the Zernov Family Papers and the Eugenia Boutzilo Papers. The Boris Bakhmeteff Papers which had previously been closed will be completely processed for the opening date of Dec. 1, 1985.--Ellen Scaruffi, Curator

Columbiana. The summer months were, as usual, very busy, with many Columbia researchers and scholars from outside the University coming in to do research on Columbiana materials that they could not complete during the regular school year. The curator has cooperated with the curator of art properties by lending some half dozen of our most valuable oil portraits for the coming exhibition to be held on the occasion of the opening of the new Wallach Arts Center in Schermerhorn Hall, and he has also worked with her in choosing and hanging substitutes in the King's College Room during this exhibition. The curator has continued efforts to complete sets of Columbia publications, and has also solicited copies of duplicate materials that were damaged during the flooding of the Columbiana storage area in the basement of Low Library.

During the coming quarter, in addition to tours and lectures to new students, and aid given to students administrators and editors of Columbia publications, the curator will work with other library staff members in relocating our storage area of prints, records, and university duplicate materials. These materials are to be moved during this period from the basement storage room to the South Gallery of Low Library which was recently assigned to Columbiana by the Vice President's office.--Paul R. Palmer, Curator.

Lehman Suite. THe most notable event of the first quarter in the Lehman Suite was the change of staff. Lynda Wornom assumed the responsiblilties of Suite Assistant from Tim Cross who left for a year in Belgum on a Fulbright Scholarship. We were fortunate to have a few days overlap between the two so that Tim could orient Lynda to the Suite. Work has continued on the card catalog revision and on cataloging correspondence from the Frank Altschul Organziational Files. Extensive use has been made of the audio-visual equipment in the suite for two different research projects. Repairs and repainting of the wall of the Suite, damaged as a result of construction at Casa Italiana, have been completed thanks to the assistance of Stuart Fisher.

A major project for the near future will be the planning of an exhibit of UNRRA materials for display in Butler Library. The next exhibit for the Suite itself will be on Franklin and Eleanor Roosevelt. This exhibit may not go up until after the walls of the study have been refinished if this can be accomplished during the winter intersession. Once cataloging of the correspondence in the Altschul Organizational files is completed, temporary slips will also be typed for the Overbrook Press books.--John C. Aubry, Curator.